

MVAC MINUTES – NOVEMBER 12, 2003

The MVAC meeting was held on November 12, 2003 at the Division of Wildlife. Larry Wegrzyn started the meeting at 9:00 am.

In Attendance: Barbara Taylor – DOHE UNC, Michael Stadler – DOHE UNC, Carol Hoisington – DOT, Jim Anderson – DOHE CU HSC, Rob Archer – DOAG, Cora Longrigg – DONR Parks, Sharron Evans – DOHE Pikes Peak CC, Cher Threlkeld – DOW, Karen Neuschwanger – DOT, Doug Boettcher – DOT, Roger Friedrich – DOHS, Dave Monson – DOC, Gene Stroh – DOHE CSU, Bryan Flansburg – DOHE CU Boulder, Patti Hughes – DOHE CU Boulder, Betty Fox – DONR Geo Survey, Russ Wilcox – DOHE UCCS, Karen Griggs – CSP, Mary Anne Kramer – CBI, representing State Fleet – Larry Wegrzyn, Bob Schley, Bob Giovanni, Ken Hausauer, Terry Sisneros and Adam Hiatt.

The announcement for the Fleet Manager position has been put on hold due to the current budget conditions. Larry Wegrzyn will be taking on some added duties and day-to-day Fleet Operations.

Updates

- Replacements – The FY05 decision item on non-general fund replacement vehicles has been sent to OSPB/JBC. SFM also submitted an FY04 supplemental request for non-general fund replacements. This is the first time SFM has attempted to get vehicle replacements approved as a supplemental. The timetable for legislative review is not certain, but it may limit the amount of time available to arrange financing, distribute order forms and get them back – all before the manufacturer build out cycle ends. Upon request SFM will send a copy of the proposed FY04 list to primary fleet coordinators at the department level.
- Mileage Reductions – Mileage is down year over year, but is not yet on track to meet the 5% reduction goal. September 2003 was a high mile month, October 2003 the miles were down. SFM will send out a report.
- Accident Policy – SFM is reviewing the accident policy – repair, totaled vehicles etc. SFM would like to have input from the MVAC on how to deal with totals. Please send ideas or suggestions to Bob Giovanni or Bob Schley.

Operations

- Vehicle Reduction Update – SFM sent out the list of the remaining 10% reduction vehicles. There are less than 100 vehicles remaining to be turned in. It is very important that these vehicles be turned in before the end of the year.
- National Auto Club – this service will be available after December 1, 2003 on 1 ton and smaller passenger vehicles. The service will be billed directly to the Wright Express Card. The service will cover road service, towing, fuel delivery and lockouts. SFM will provide driver cards and vehicle pamphlets with details on

accessing the service. This will be a 24/7 service. Their web site is www.thenac.com the service is called "Fleet Rescue Service". They will only charge for what is used. They will be using some of SFM's vendors. SFM will verify the response time commitment. The driver will call the NAC 800 # and they will dispatch a vendor to their location. If SFM suspects abuse of the NAC system the card can be cancelled. The NAC is generally for after-hours use. Call SFM for service during business hours. This is a pilot program and will be evaluated on an on-going basis.

- Department of Revenue (DOR) Customer Service Group – Brett Clark, Yvette Saiz, Sharon Ornelas and Sue Spriggs.
 1. Automatic renewals are sent out monthly to the address DOR has in their system. DOR has a lot of bad addresses on vehicles. They need current physical and mailing addresses so the renewal will be sent to the correct address. DOR is asking vehicle coordinators to send a list of all physical and mailing addresses on their vehicles. Send the addresses to Sharon Ornelas sornelas@spike.dor.state.co.us at least one month prior to registration expiration, include Plate #, type of plate (LTK, PAS), VIN #, physical and mailing address.
 2. Permanent Plates – The registration needs to be renewed yearly per statute. Emissions will need to be kept up-to-date. The expiration date for permanent plate registrations is on the bottom listed as the "date of issue".
 3. Vehicle coordinators can send a list of vehicles to DOR two months in advance to check emission status. DOR will send the list back with emissions due.
- Maintenance/Fuel Card – Just a reminder to vehicle operators, the Wright Express Fuel Card is not to be used for maintenance (including lube jobs). SFM has the option to set the authorization to "fuel only" on any card that is not following the "no maintenance" procedure.
- 15-Passenger Van Training – CU Boulder, UNC and CSU have 15-passenger van training for all drivers. CU's program is through the National Highway Safety Program. SFM will not pay for driver training. The Institute for Creative Education in Boulder has a training program. For Information contact Rick Davis 303-442-7073 (SFM makes no endorsement of this organization). It was asked if SFM could put the program on the WEB for all agencies to use for one price. SFM will continue to explore training alternatives through Risk Management and other government entities and report findings when available to the MVAC. Agencies are encourage to pursue training options on their own.
- Active Suspension Kits (Roadmaster) – SFM is not funded to pay for the purchase and installation of these kits. Dave Monson – DOC, the vans seem to be more stable. Agencies may purchase and install these units on vehicles at their own expense. SFM will explore possibility to include as part of the bid for FY05, the effects, if any, on warranty and cost. Bob Schley – Fleet, the suspension kits may be a false sense of security. The vans need to be loaded properly; correct speed and driver knowledge are critical for safe operation. SFM will provide follow up on official NHTSA safety information.
- WEB Updates
 1. Logging In and Password Control, this is a security issue. The Web and CARS will notify you 7 days before your password expires. Per the auditors passwords

need to be changed every 30 days. If you exceed 30 days you will be prompted to enter the old and new password. After 60 days of no interaction the account will be disabled. If the account is disabled you will need to call Ken Hausauer to reactivate. SFM discourages pool "logins" each person should have their own user ID. For new accounts contact Ken Hausauer, 303-866-5499, ken.hausauer@state.co.us or Adam Hiatt, 303-866-3675, adam.hiatt@state.co.us. You can also fill out a CARS Account Request Form on the Fleet web page, <http://fleet.state.co.us>. If you have multiple sections that need new accounts, put the additional sections under the "note" screen on the request. Your login for CARS and the Fleet web page are the same. The validation for a CARS Account Request will be the Supervisor's email address. SFM has added almost 300 new users to the CARS system.

2. Fax Reduction/Workarounds - SFM is still manually printing and sending out odometer logs. In the future SFM will be identifying those not using CARS or the web uplink to enter odometers and only send out hard to copies to them, unless otherwise requested.
3. Coming Requests - vehicle utilization report, fuel card request form, accident request form and internal transfers form.

Committee Updates

- Purchasing/Cost Reduction – Close
- Outside Rentals/Used Vehicles – Final and Close, SFM will establish agreement with a used vehicle vendor so they can buy used vehicles.
- Using Personal Vehicles – Meet with Risk Management– Close.
- Regional Motor Pools – Bob Schley will take over.
- Web Advisory – Roger Friedrich, Rob Archer, Dave Monson and Karen Griggs

Open Discussion

5X Utilization Code – Elaborate Equipment. Exempt mileage. MVAC voted to approve the 5X utilization code for 2 CDOT vehicles with special monitoring equipment.

The meeting was adjourned at 11:09 am. The next MVAC meeting will be December 10, 2003 at 9:00 am. The meeting will be held at the Division of Wildlife, 6060 Broadway, Big Horn Room.